

LEARNING RESOURCE CENTER MAKE-UP EXAM PROCEDURES L/LRC 1st Floor

Make-up exams can be administered for the current semester ONLY.
The LAST day make-up exams will be proctored will be the Friday before Finals begin.

THE LRC DOES NOT PROCTOR FINAL EXAMS.

LEARNING RESOURCE CENTER POLICIES:

1. The LRC will proctor make-up exams for **Cypress College students taking current courses.**
2. A make-up exam is an exam that has **already been administered by the instructor** but which the student has missed or that the student cannot take at the regular time due to legitimate and unavoidable reasons.
3. The LRC staff will verify the student's identification at the time of the exam, and monitor test takers as closely as their other duties allow. It is a courtesy that the LRC proctors make-up exams, it is not the primary service that the LRC provides.
4. Staff **will not** give a student an exam without a **photo ID.**
5. The LRC staff will not distribute handouts, make announcements, or collect homework.
6. The LRC staff will notify you of any anomalies observed relating to the exam so that you can take appropriate action.
7. Students who are taking exams may not use cell phones, iPods, calculators, or materials that are not approved in advance.
8. Any tests or exams that have not been taken and are still in the LRC at the end of the semester will be shredded and disposed of.

INSTRUCTOR PROCEDURES:

1. Inform your student that they **must** bring their student ID card when they take a test in the LRC. For security purposes, ID cards will be held at the LRC counter until the exam has been completed.
2. Hand-deliver the COMPLETED Make-up Exam Form for EVERY test you submit to the LRC. Include all specific instructions for students. We DO NOT duplicate exams in the center.
3. The exams you send us may only be between 30 minutes and 2 hours long.
4. Identify the date and time for your student to take the exam. Range should not be more than 1 week.
5. Submitted make-up exams will take up to fifteen (15) minutes to be processed before exams are made available for students to take.
6. DO NOT bring the exam over with the student and expect the student to be able to take the exam immediately.

INSTRUCTOR Signature:

Limit: 10 exams per CRN

LRC Staff Received Form on: _____ at _____ : _____ am/pm

LRC Staff Initial: _____

SUBMIT THIS FORM WITH TEST

LEARNING RESOURCE CENTER

L/LRC 1ST FLOOR

TESTING HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8AM-6:45PM	8AM-6:45PM	8AM-6:45PM	8AM-6:45PM	8AM-1:45PM

PLEASE INFORM THE STUDENT THAT PHOTO ID IS REQUIRED AND WITHOUT PHOTO ID NO EXAM WILL BE GIVEN.

Acceptable Photo ID: (1) Current student ID card

or

(2) Photo ID AND printed current Cypress College class schedule.

MAKE-UP EXAM INSTRUCTIONS

Instructor:	Adjunct <input type="checkbox"/> Full Time <input type="checkbox"/>	Test Title:
Division:	Course: _____ CRN: _____	
Time Limit (30 mins. - 2 hours):	Mail to: _____	OR PICK UP <input type="checkbox"/>
Student First Name:	Test must be taken by (Date and Time):	
Student Last Name:		

RETURN PROCEDURE: After the student has completed the exam, LRC staff will return the exam to the instructor via CAMPUS MAIL only.

Students MAY use (check all that apply):

<input type="checkbox"/> Scantron #:	<input type="checkbox"/> Dictionary/Electronic Spellchecker
<input type="checkbox"/> Blank Notebook Paper	<input type="checkbox"/> Thesaurus
<input type="checkbox"/> Blank Blue/Green book	<input type="checkbox"/> Class Notes
<input type="checkbox"/> Scientific Calculator	<input type="checkbox"/> Textbook
<input type="checkbox"/> Graphing Calculator	<input type="checkbox"/> Other (please specify):

STUDENT COMPLETES THIS PORTION:

Before beginning any make-up exam, I have read and agree to the following:

Once the exam is started, it must be completed.

Once I've started the exam, I may not leave the testing room for ANY reason.

I will not talk, text, or use a cell phone during the exam.

I will not use ANY electronic device (unless noted above) during the exam.

When I am finished with the exam, I will return all materials to the LRC staff member.

Personal belongings must be placed on the book shelf prior to the start of the exam.

CHEATING ON EXAMS WILL NOT BE TOLERATED!

Students shall not cheat, which is defined as using notes, aids, or the help of other students on test or exams. In the event a student is observed cheating on a test, the test will be taken from the student and the instructor will be notified immediately.

STUDENT Signature:

Start Time:	LRC Staff:
End Time:	LRC Staff:
Date Stamp:	